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ABSTRACT

This step-by-step guide to using AppleWorks V1.3 to construct word processing files for the Apple IIe computer covers (1) program loading; (2) selecting the add files to the desktop option; (3) selecting a different disk; (4) selecting disk 2; (5) selecting the word processor option; (6) naming the file; (7) setting tabs; (8) selecting print options; (9) screen cues; and (10) file saving. Seventeen sample screen displays are included to illustrate the steps. (MES)

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USING APPLEWORKS V1.3 TO CONSTRUCT WORD PROCESSING FILES FOR THE APPLE IIe COMPUTER

SECOND EDITION

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INTRODUCTION

"Using AppleWorks V1.3 To Construct Word Processing Files For The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used for the construction of word processing files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

(1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 05, omitting steps 02 through 04, after doing the following:

a. With the "Add Files" highlighted, press the RETURN key once. The picture on the monitor screen changes to look like that shown in Figure 5.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02 see Figure 2).

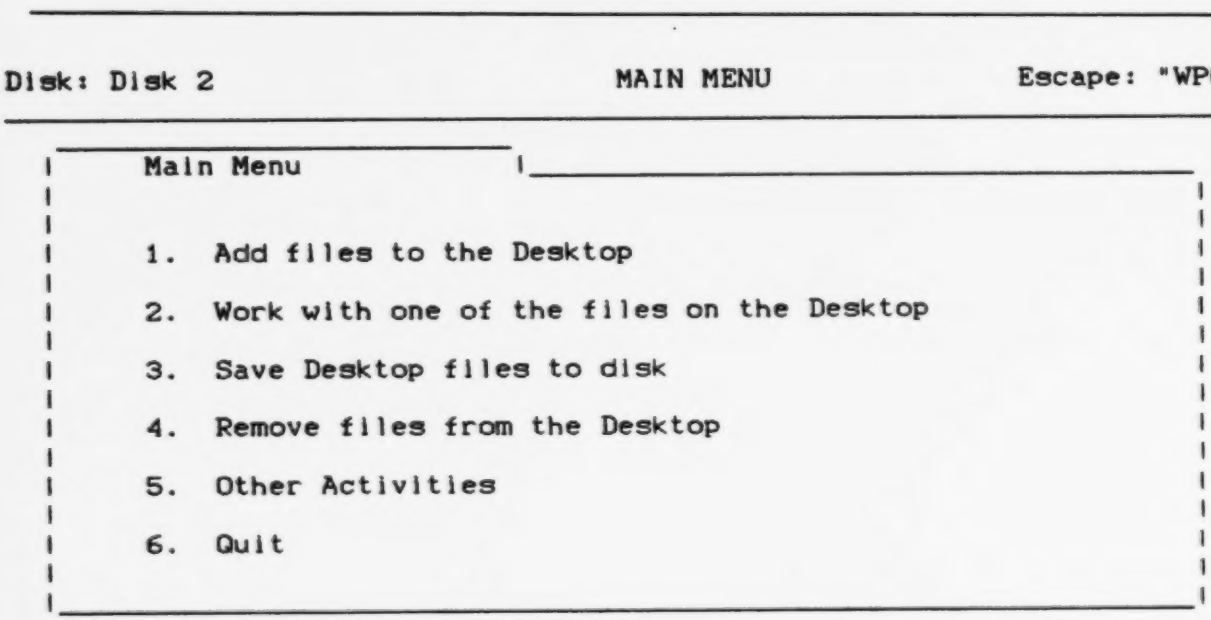
Disk: Disk 2
MAIN MENU
Escape: "WP00772.006"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Disk #1 Selected. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

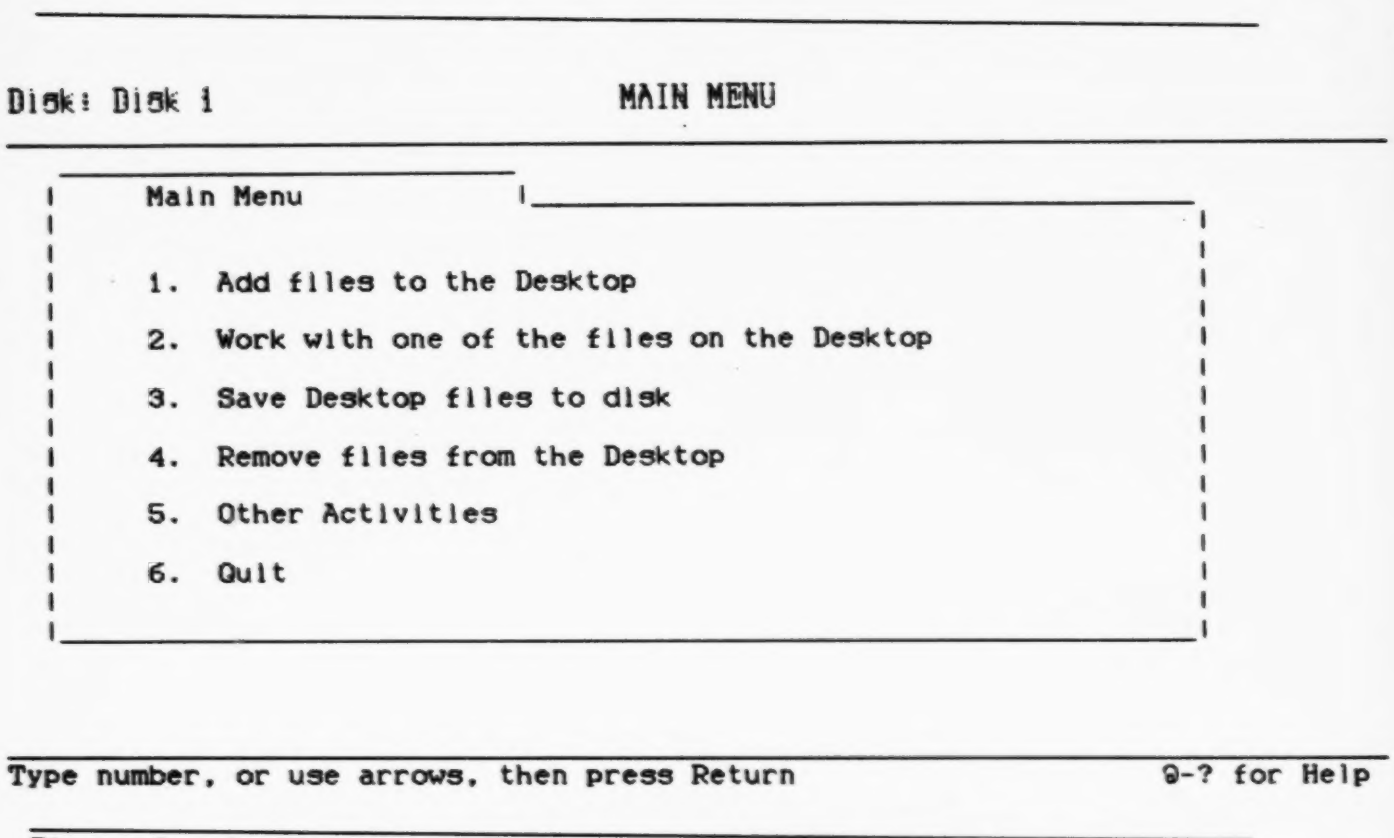
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 2. Computer Screen With "Disk: Disk 1" Selected.

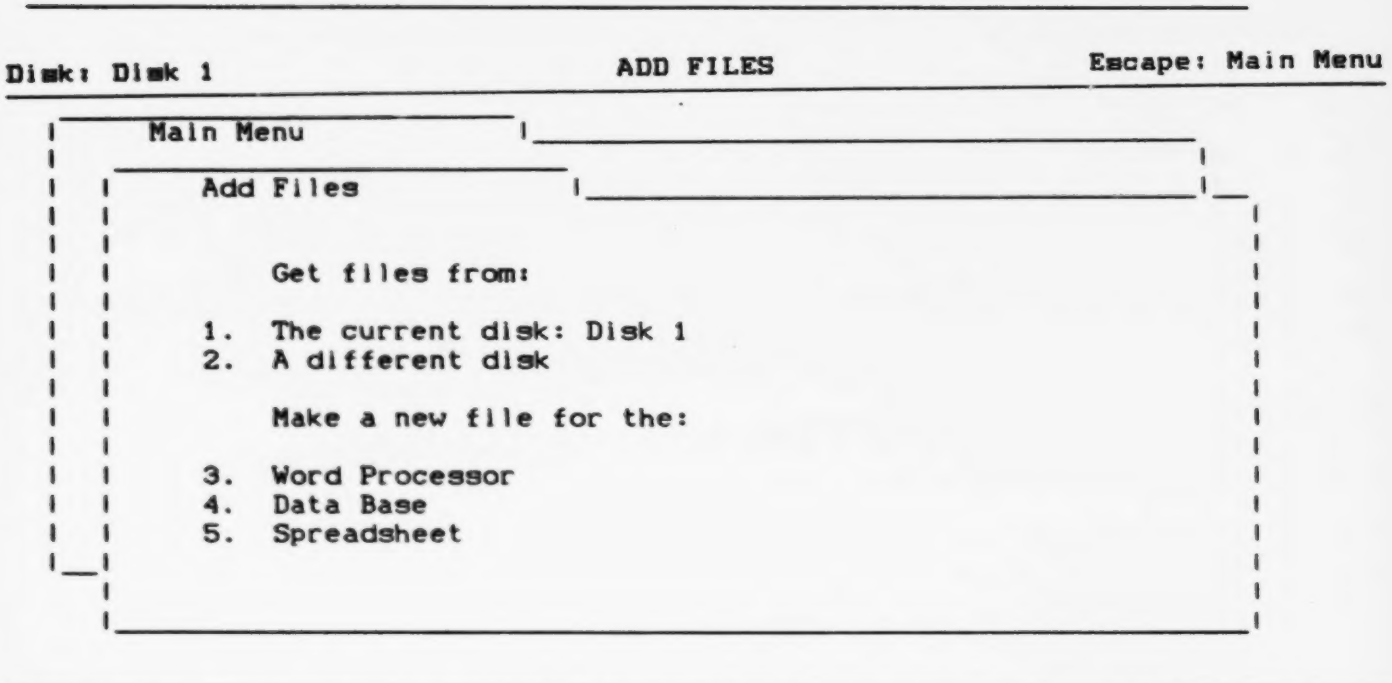

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

04. Selecting Disk 2. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5, with the "Add Files" menu on the monitor screen . Note that the numeral "1" in the upper left corner of the screen has changed to "2."

c. We are now ready to move into word processing.

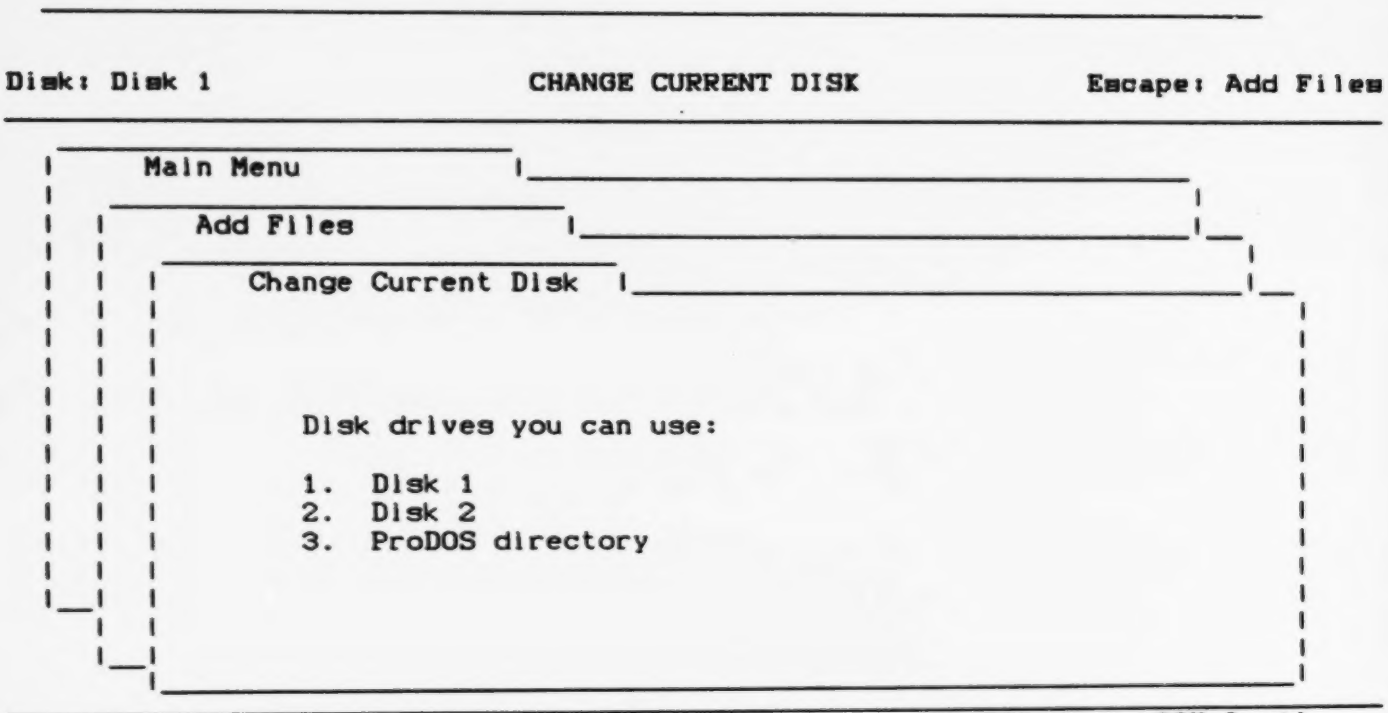

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

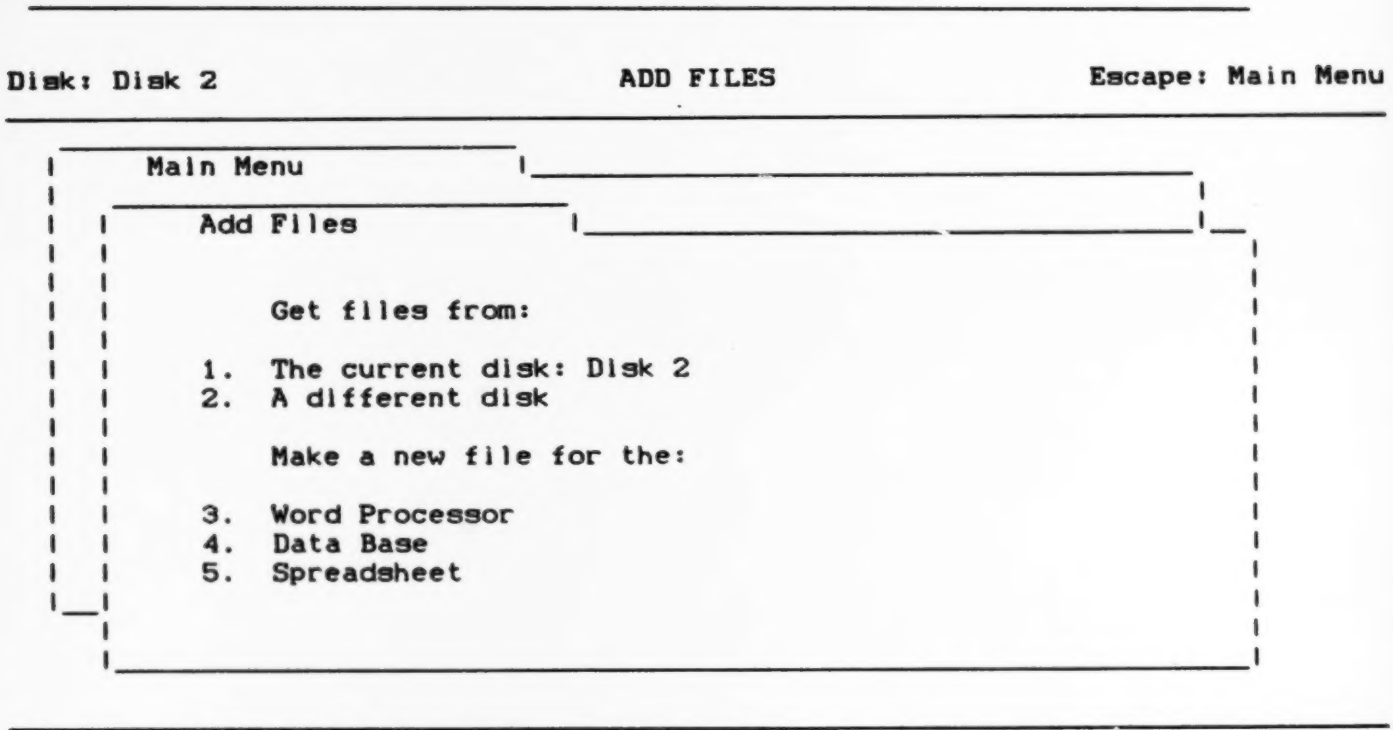

Figure 5. The Monitor Screen Showing The Add Files Menu After Selecting Disk #2.

05. Selecting the Word Processor Option.

a. Press the numeral "3" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Word Processor" menu and the screen will appear as does the picture in Figure 6.

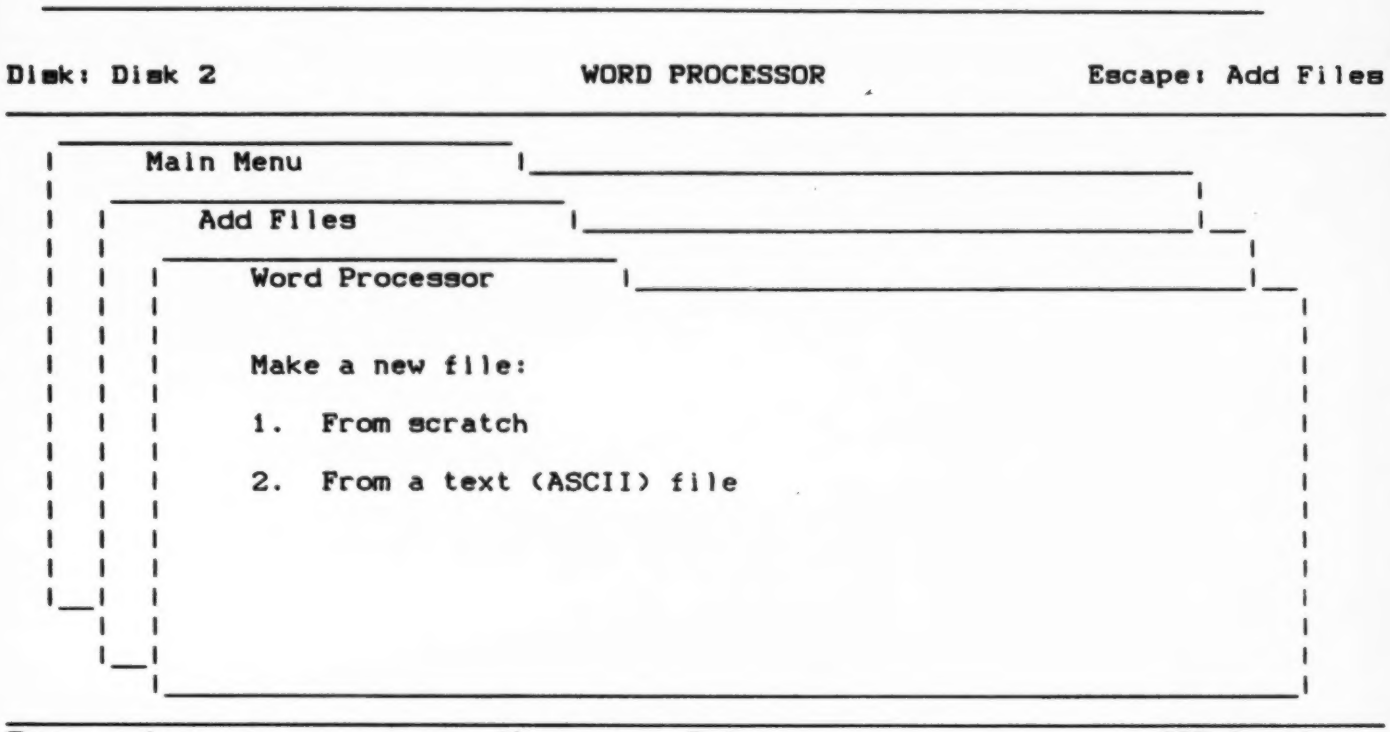

Figure 6. The "Word Processor" Menu.

06. Naming The File.

a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.

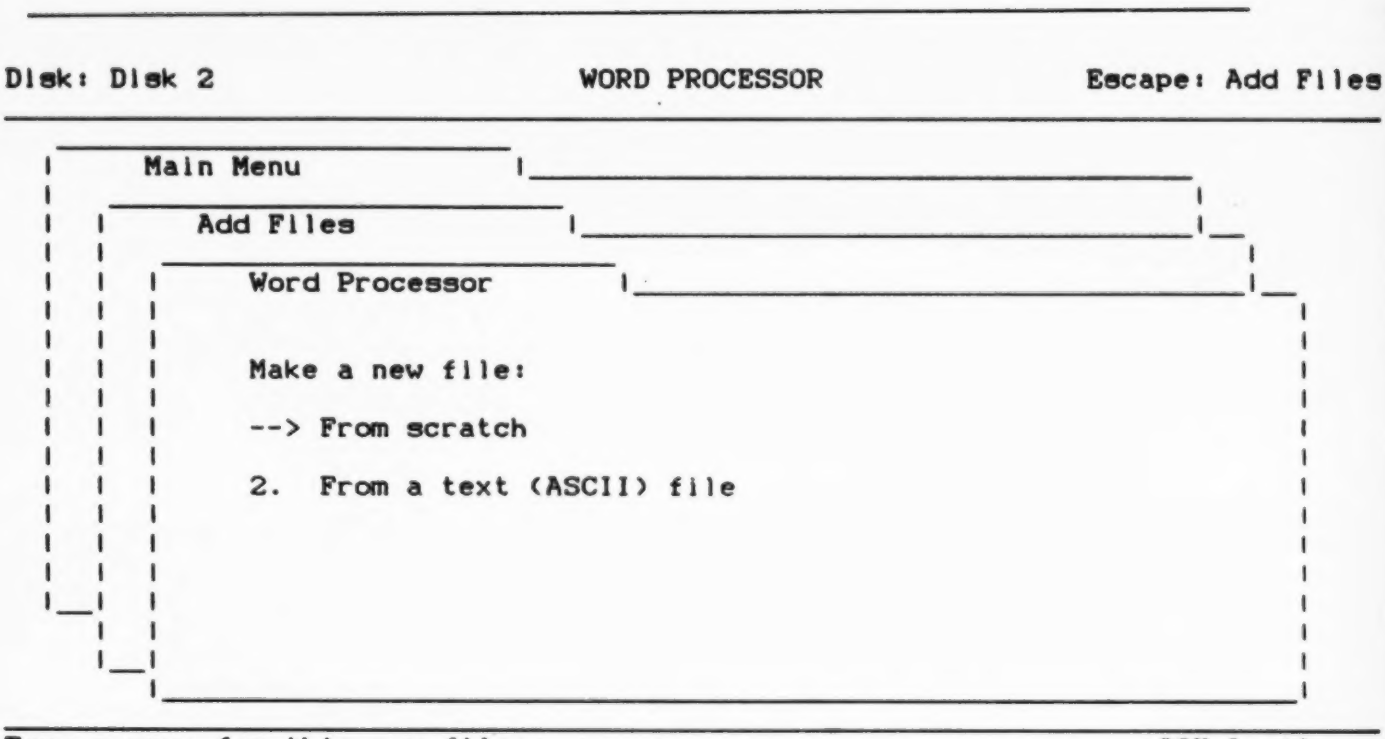

Figure 7. The Screen Showing The "From Scratch" Option Of The "Word Processor" Menu Selected.

b. Directions at the bottom of the screen tell you to name the the new file so type the word "LETTER." The screen now is identical to the picture of the screen shown in Figure 8.

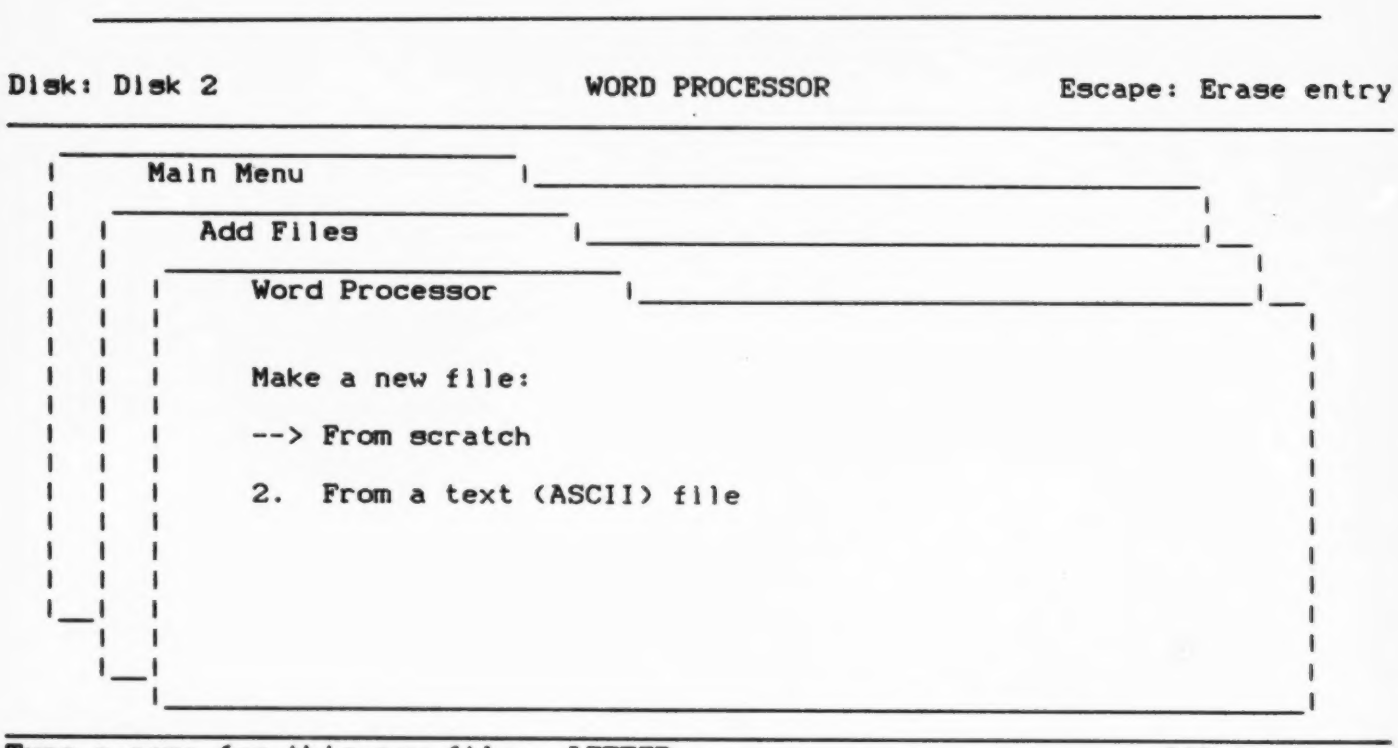

Figure 8. Blank Word Processor File Titled "LETTER."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.

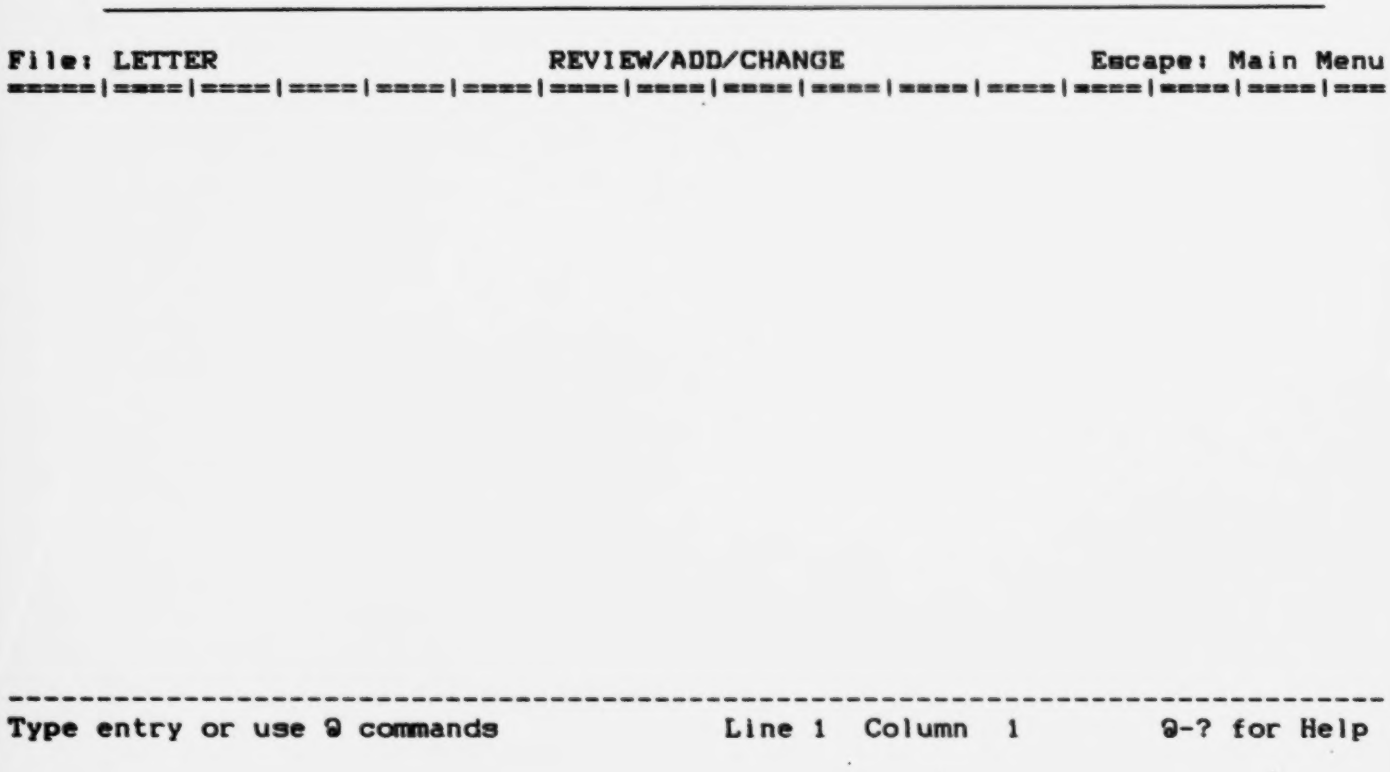

Figure 9. The Computer Screen Showing The Showing The Word Processor File After Entering The Title, "LETTER."

07. Setting Tabs.

a. Press the OPEN-APPLE and the "T" (tab) keys at the same time to enter the tab setting and removing function. The computer monitor screen will be identical to the example shown in Figure 10.

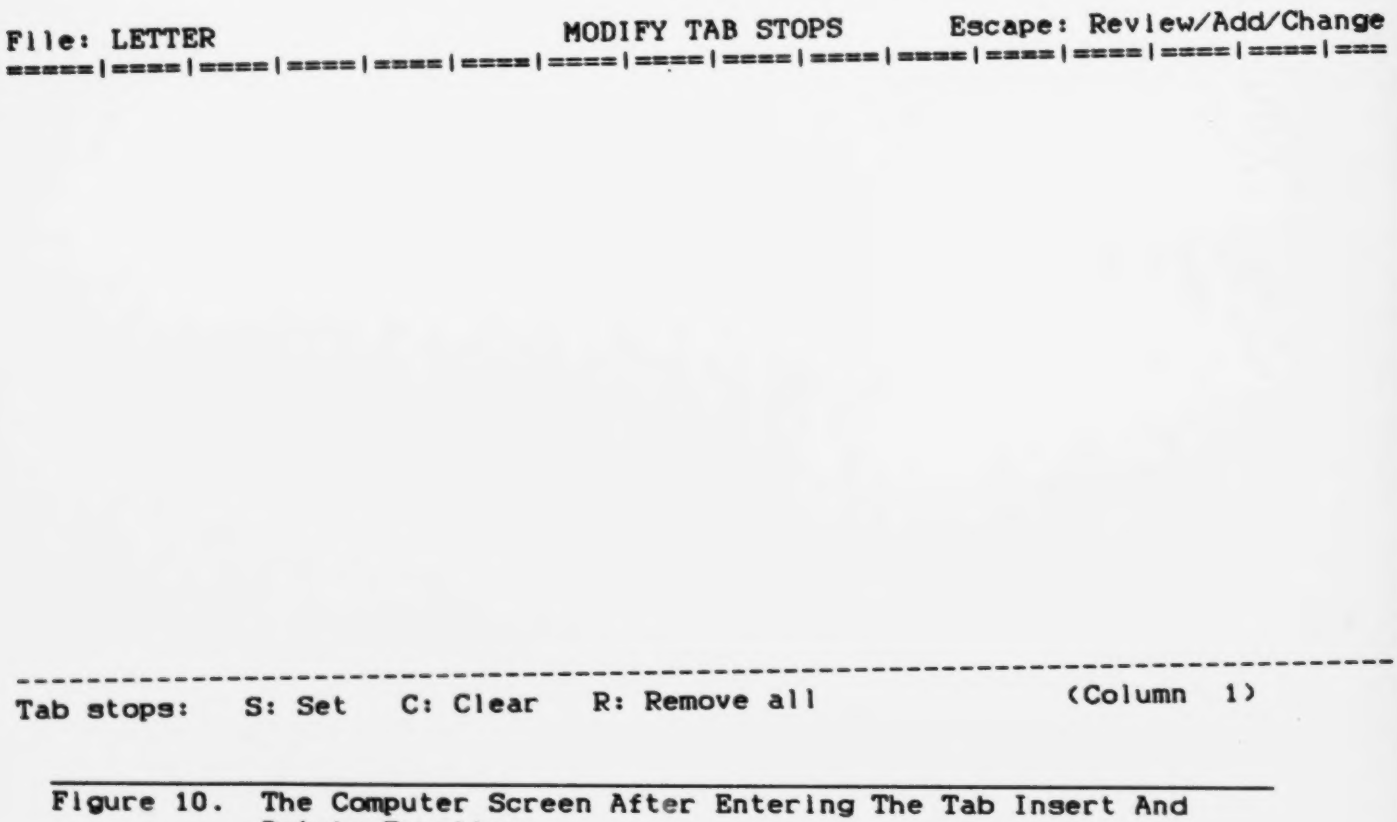

Figure 10. The Computer Screen After Entering The Tab Insert And Delete Function.

b. Press the "R" key once. Note that all of the tab set lines (vertical lines at the top of the screen) disappeared (see Figure 11).

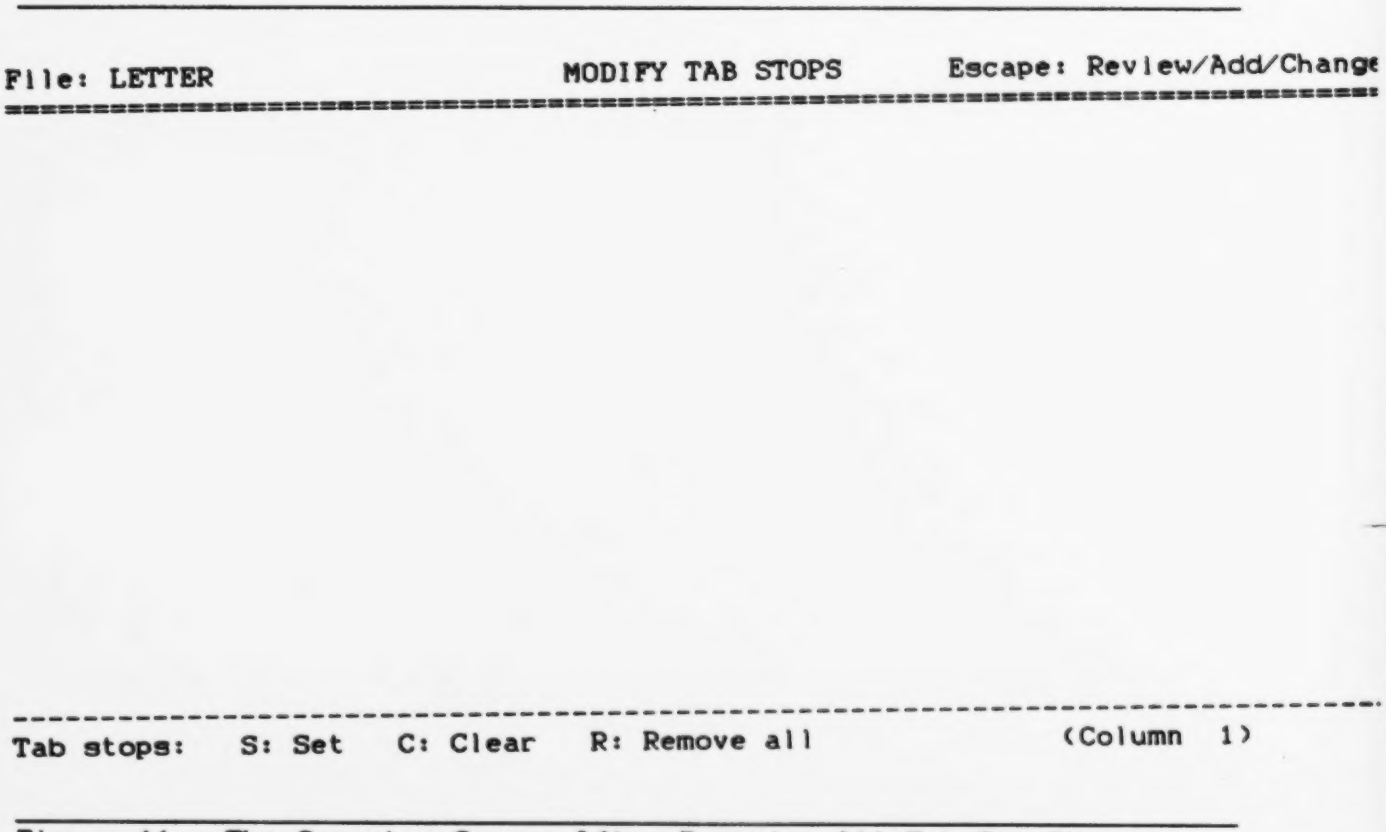

Figure 11. The Computer Screen After Removing All Tab Set Stops.

c. Press the RIGHT-ARROW key several times to move the cursor to column #6. You can watch the bottom right corner of the screen to determine exactly when the cursor is in column #6.

d. Press the "S" key and then compare Figure 12 with the picture you see on the screen.

```
File: LETTER                    MODIFY TAB STOPS      Escape: Review/Add/Change
======|=========================================================================

------------------------------------------------------------------------------
Tab stops:   S: Set   C: Clear   R: Remove all                  (Column  6)
```

Figure 12. Tab Stop Set In Column 6.

d. Press the ESC (escape) key once. The screen will change so that it appears like the example shown in Figure 13.

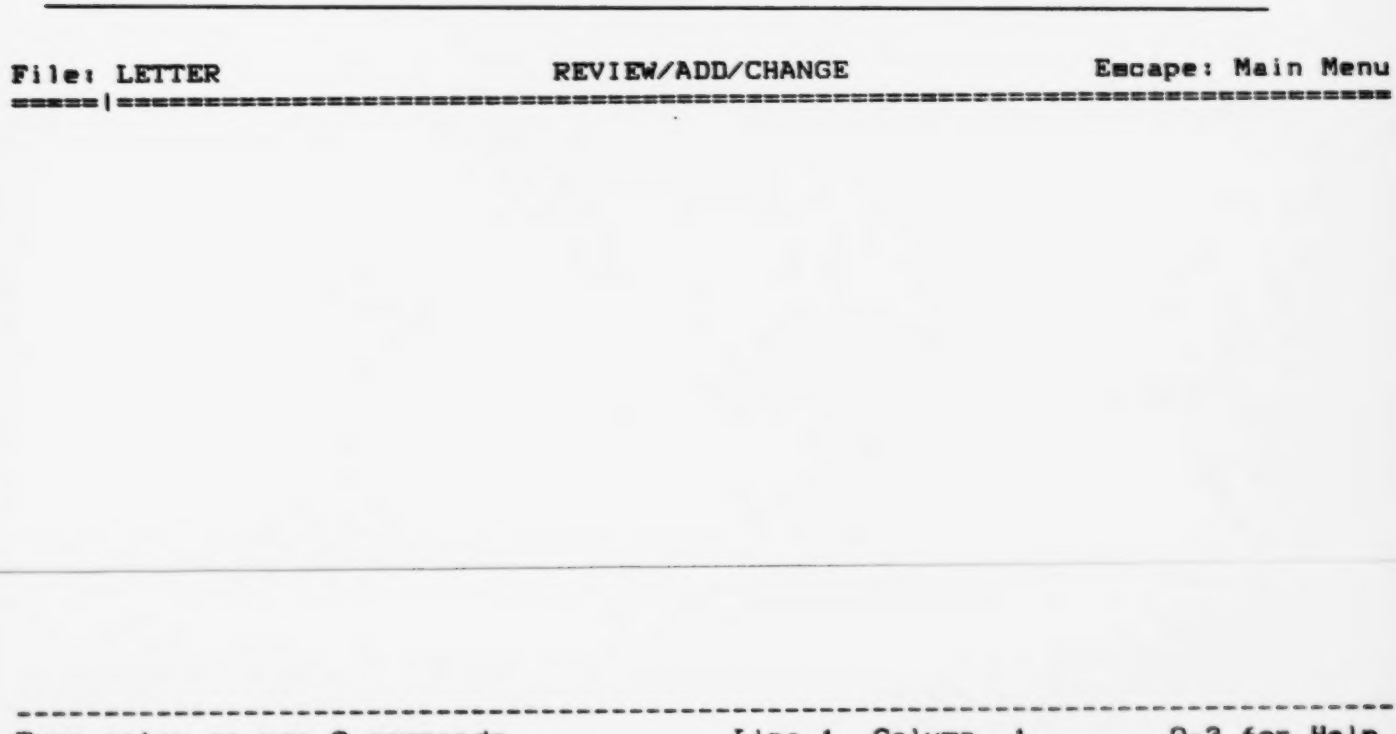

Figure 13. The Computer Screen Showing A Blank File With Tab Stop Set In Column 6.

08. Selecting Print Options.

a. Press the OPEN-APPLE and the "O" keys at the same time to enter the "Printer Option" function. This option allows you to set up many print functions prior to beginning work. Your monitor screen should look like Figure 14.

```
File: LETTER                          PRINTER OPTIONS        Escape: Review/Add/Change
```

```
    PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 14. The Computer Screen After Entering Printer Option Functions.

b. Press the "J" key and then the "U" (justified) key. See Figure 15.

```
File: LETTER                        PRINTER OPTIONS                  Escape: Erase entry
=====|=============================================================================

    PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option: JU          UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 15. The Computer Screen After Typing JU.

c. Press the RETURN key once and examine Figure 16. This is the way the screen should now appear. The computer will justify (make even) the right margin when it prints your file.

```
File: LETTER                    PRINTER OPTIONS        Escape: Review/Add/Change
======|=============================================================================
--------Justified

   PW=8.0  LM=1.0  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:            UJ: Unjustified    GB: Group Begin      BE: Boldface End
                   CN: Centered       GE: Group End        +B: Superscript Beg
PW: Platen Width   PL: Paper Length   HE: Page Header      +E: Superscript End
LM: Left Margin    TM: Top Margin     FO: Page Footer      -B: Subscript Begin
RM: Right Margin   BM: Bottom Margin  SK: Skip Lines       -E: Subscript End
CI: Chars per Inch LI: Lines per Inch PN: Page Number      UB: Underline Begin
P1: Proportional-1 SS: Single Space   PE: Pause Each page  UE: Underline End
P2: Proportional-2 DS: Double Space   PH: Pause Here       PP: Print Page No.
IN: Indent         TS: Triple Space   SM: Set a Marker     EK: Enter Keyboard
JU: Justified      NP: New Page       BB: Boldface Begin
```

Figure 16. The Computer Screen After Entering The JU Option.

d. Press the ESC key once to exit the print options function. This action returns you to your word processing file.

09. Screen Cues.

a. Press the OPEN-APPLE and the "Z" keys at the same time. The monitor screen will appear like the example provided in Figure 17. This is a handy option because it allows you to look at the screen cues at any time, sometimes helping you to rapidly identify minor problems.

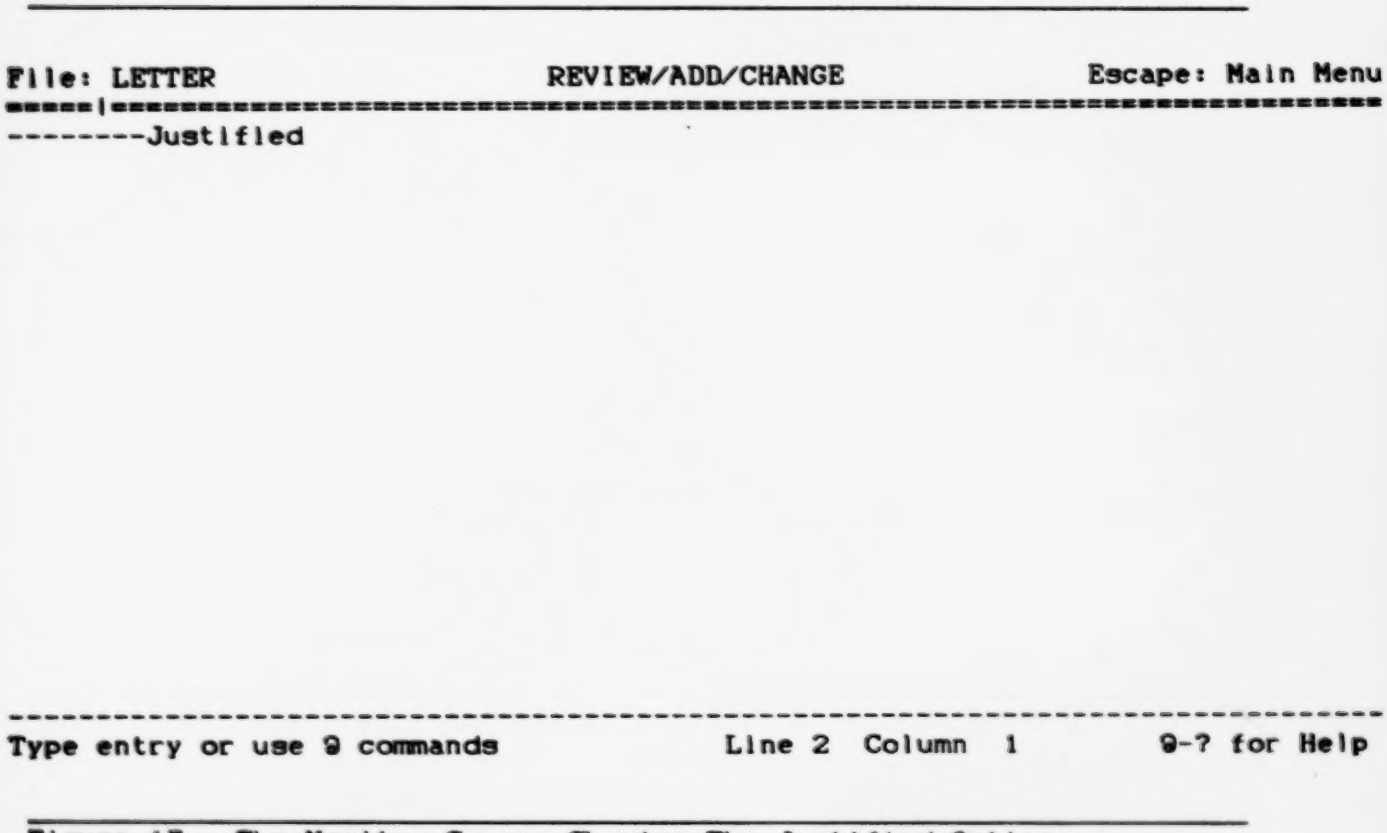

Figure 17. The Monitor Screen Showing The Justified Option.

b. Press the OPEN-APPLE and the "Z" keys at the same time to remove the word, "Justified" at the top of the screen. The file is ready to be used.

10. File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in disk drive two or Duodisk drive slot two. Note that when you do this, the red light on the front and over drive or slot #2 comes on. When the light goes out, the file has been saved on the disk.